PEDS Data Entry Training Individual and Family Direct Service Data

Statewide Data Collection and Evaluation of First 5 California Funded Programs

FIRST 5 CALIFORNIA

Individual and Family Direct Service Data
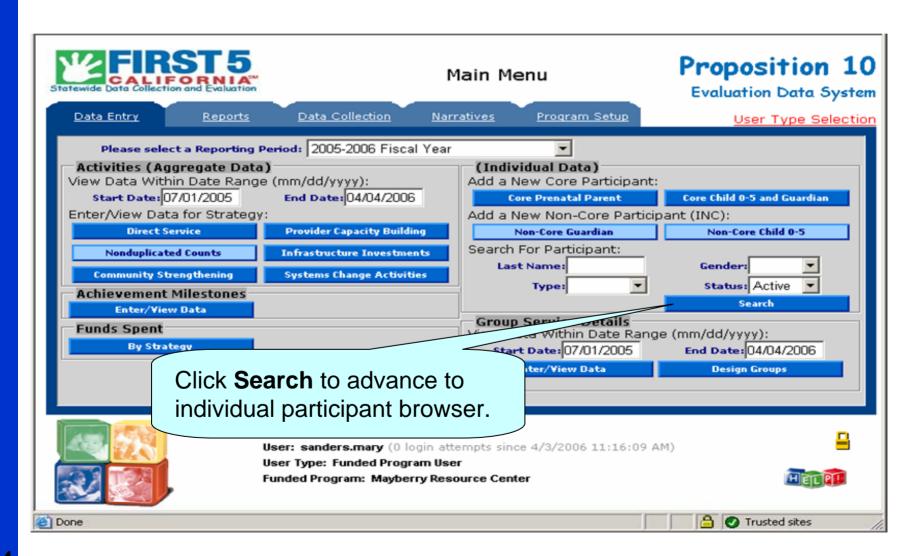## Goals of Training

- To define "direct service data for individual and family."

- To learn how to enter individual direct service data into PEDS.

- To learn how to copy service detail information to a family member's record.

- To learn how to edit and delete individual and family direct service data from PEDS.
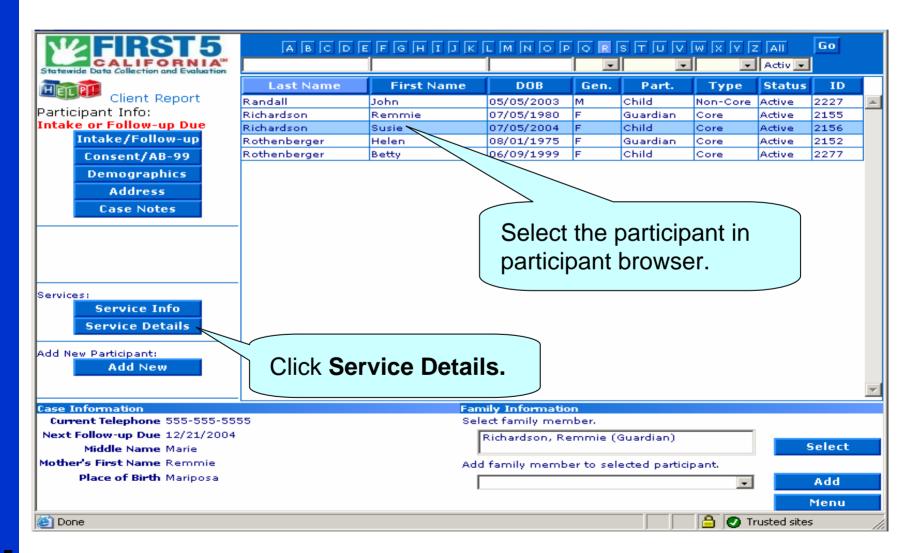
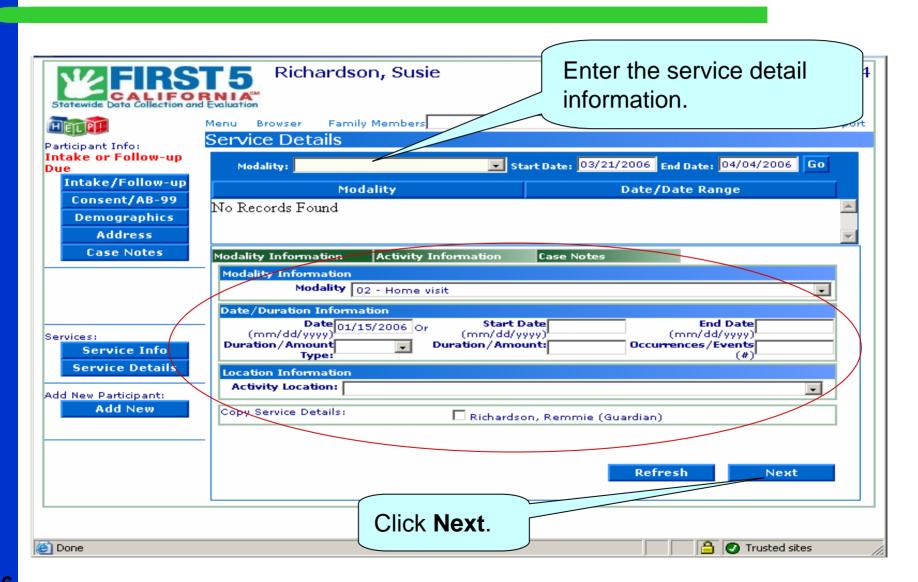# **Individual and Family Direct Service Data**
Definition

Information about intensive services delivered to individual children ages 0-5, their parents/guardians, and other family members.

The Direct Services data collection tool for individuals and families collects information on:
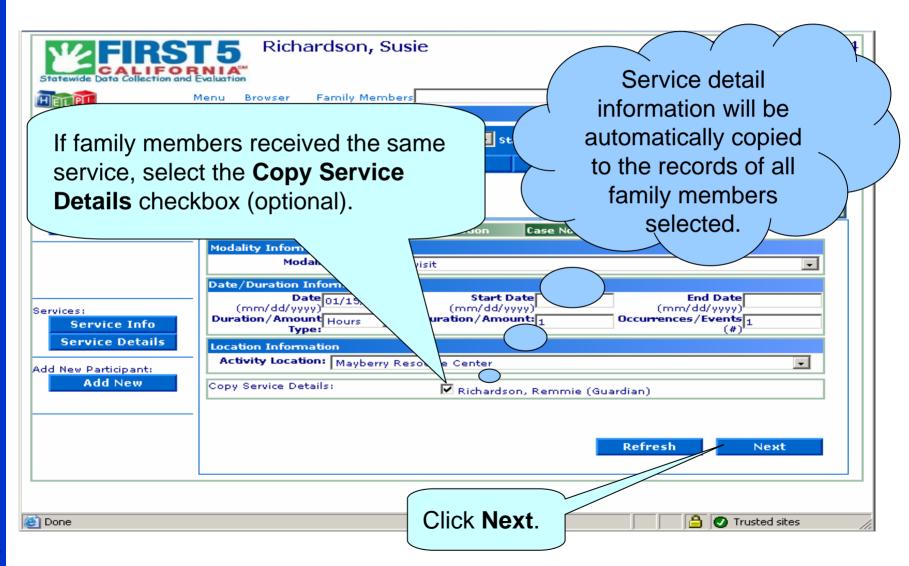
- *When* services were delivered.

- *What* and **how** activities were provided (modalities).

- *Who* received the services (participants).

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How do I enter individual direct service data into PEDS?

Click **Search** to advance to individual participant browser.

How do I enter individual direct service data into PEDS?

Select the participant in participant browser.

Click **Service Details.**

How do I enter individual direct service data into PEDS?
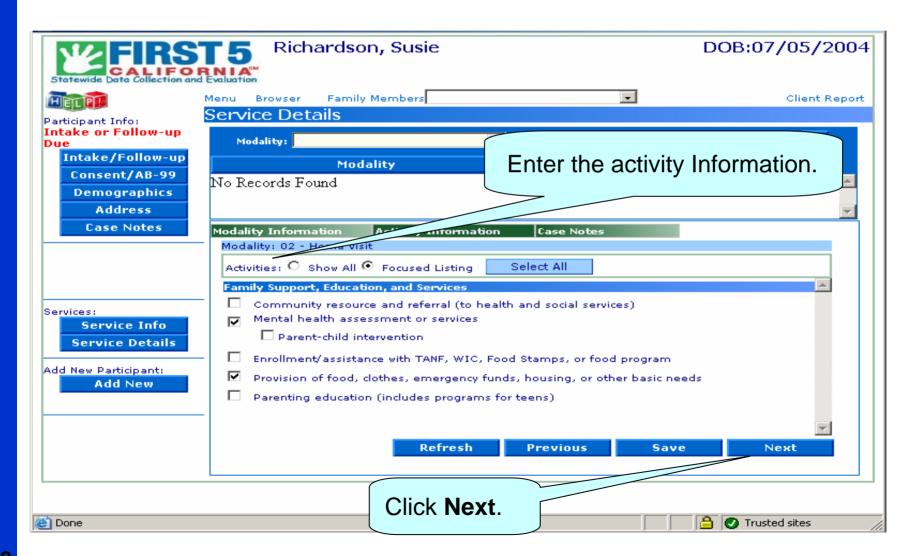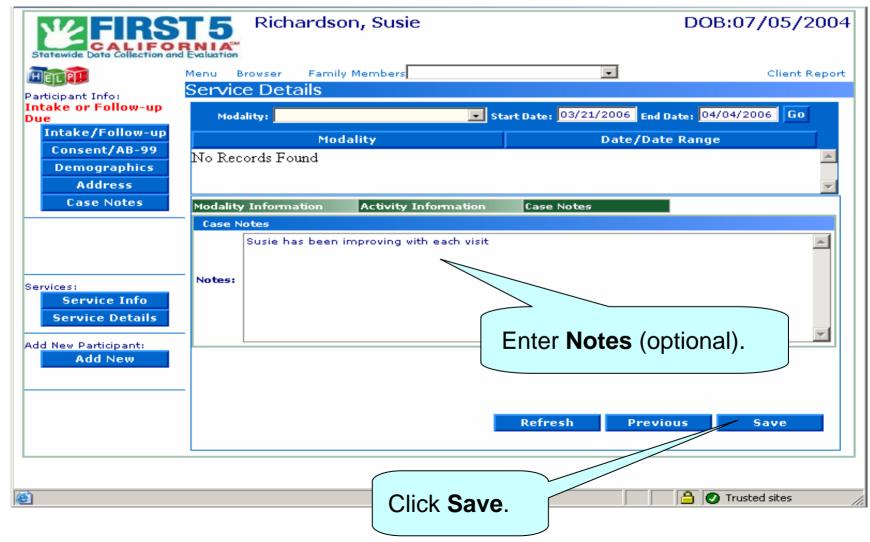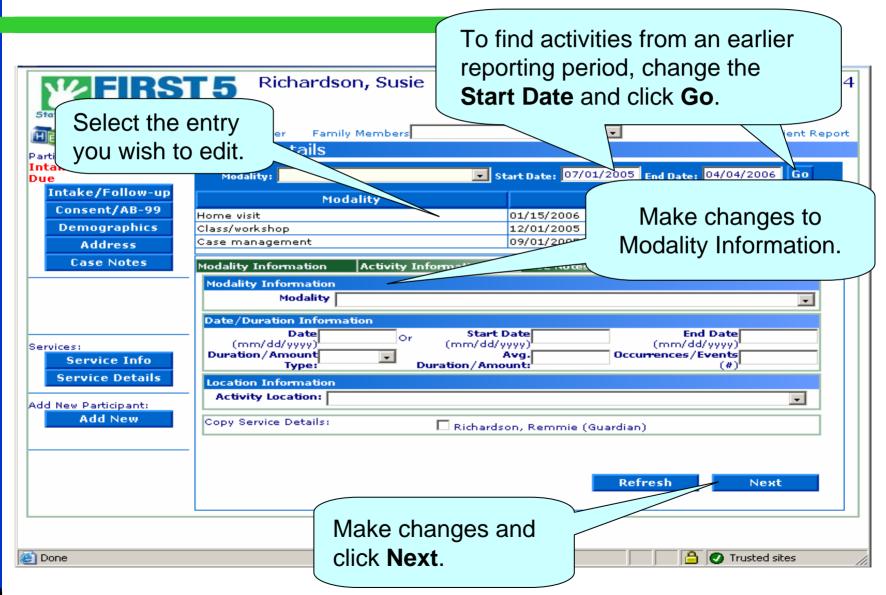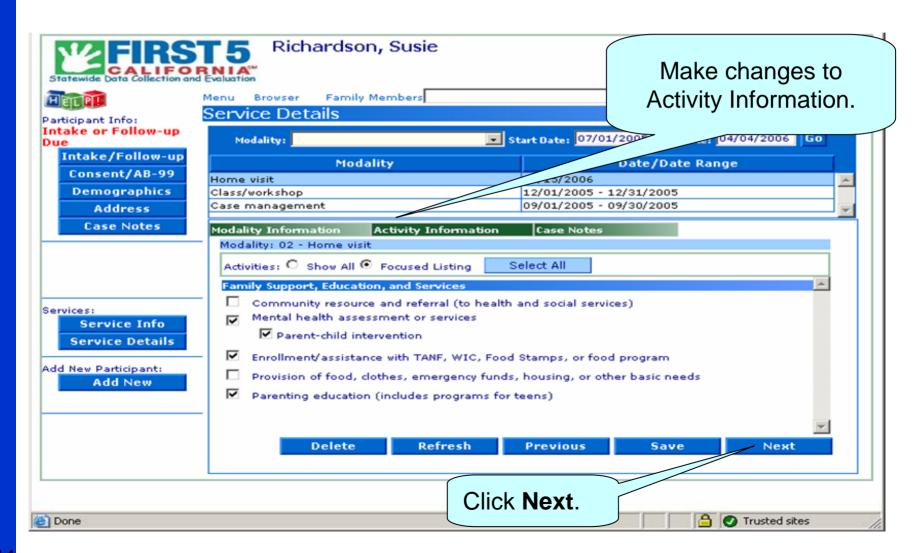

Enter the service detail information.

Click **Next**.

How do I copy service details to family members into PEDS?

How do I enter individual direct service data into PEDS?

5/24/06

How do I enter individual direct service data into PEDS?

5/24/06

How do I edit individual direct service data in PEDS?

To find activities from an earlier reporting period, change the **Start Date** and click **Go**.

Select the entry you wish to edit.

Make changes to Modality Information.

Make changes and click **Next**.

How do I edit individual direct service data in PEDS?

5/24/06

How do I edit individual direct service data in PEDS?

5/24/06

How do I delete individual direct service data from PEDS?

1. Select the entry you wish to delete.

2. Click **Delete**.

3. Click **OK**.

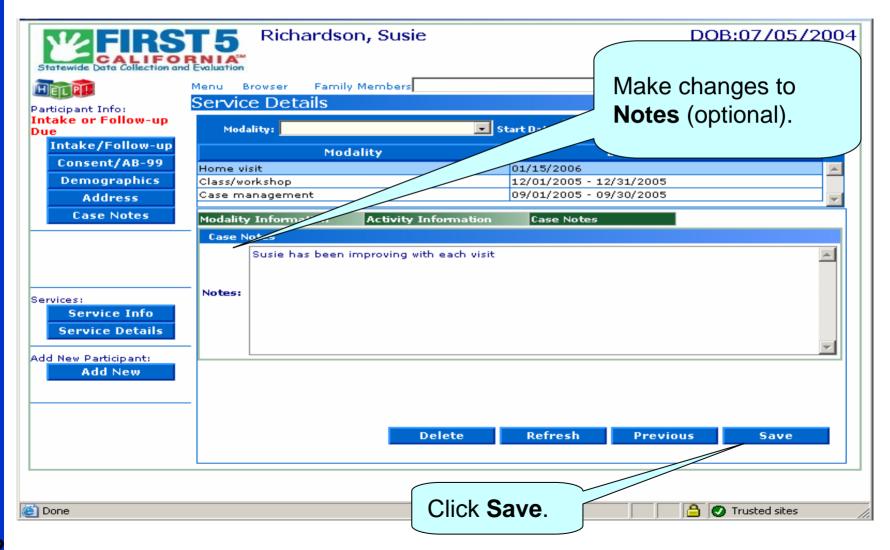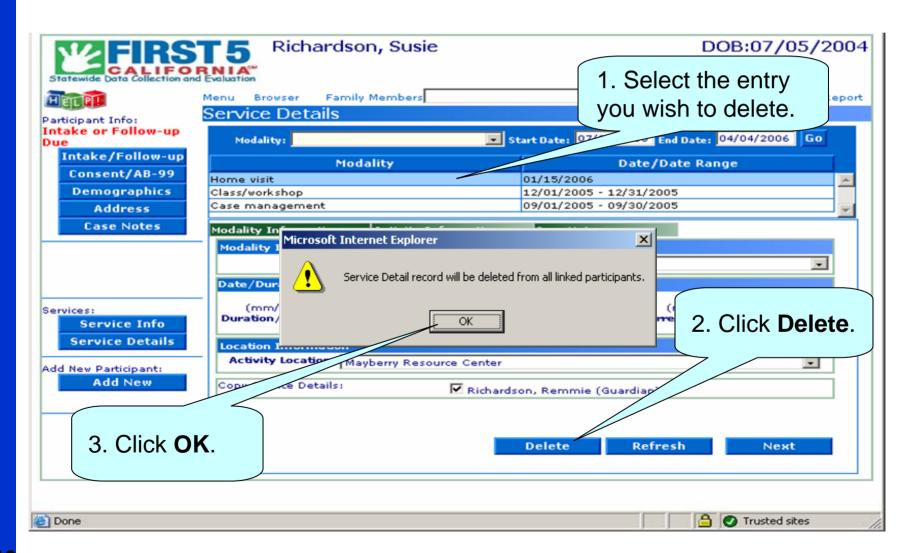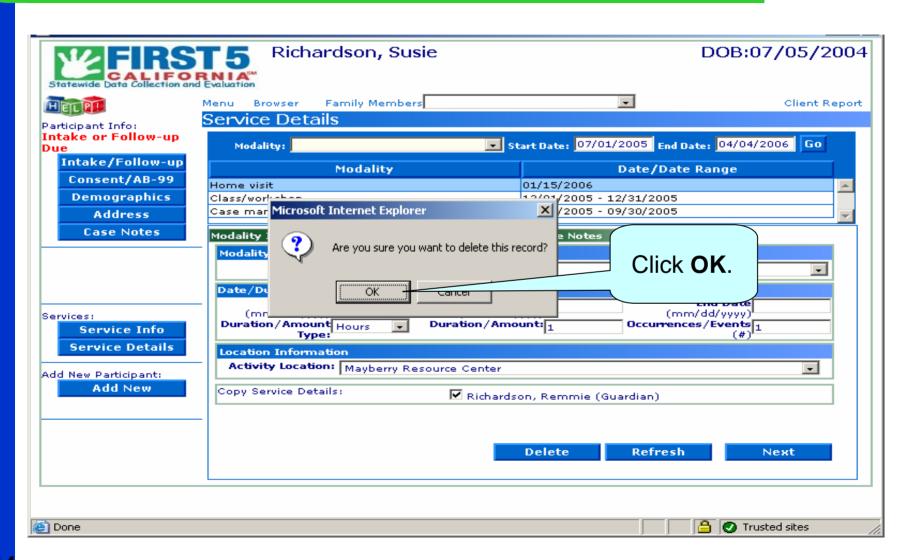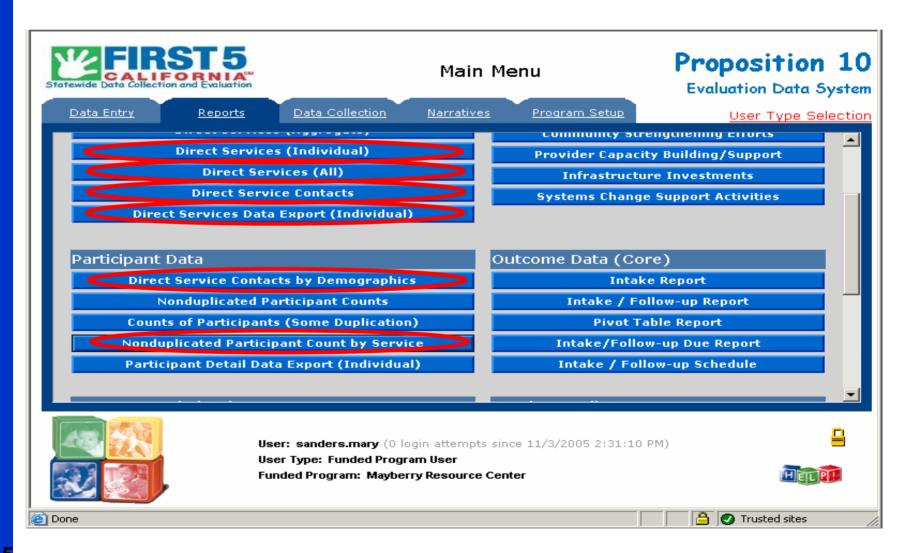# How do I delete individual direct service data from PEDS?

Individual and Family Direct Service Data
Applicable Reports

5/24/06

Individual and Family Direct Service Data
Applicable Reports (continued)

5/24/06

Individual and Family Direct Service Data
Summary of data entry

To Add Individual and Family Direct Service Data

- Click **Search** on the Main Menu.
- Select participant from the participant browser.
- Click **Service Details**.
- Enter the service detail information.
- Select **Copy Service Details** checkbox to copy service information to a family member (optional), click **Next.**
- Enter the **activity information,** click **Next.**
- Enter **Notes** (optional), click **Save.**

To Edit

- Select entry to be edited.
- Make necessary changes to Modality Information screen, click **Next.**
- Make necessary changes to Activity Information screen, click **Next**.
- Enter the necessary changes to Notes (optional), click **Save.**

To Delete

- Select entry to be deleted.
- Click **Delete.**
- Click **OK** to acknowledge deletion.
- Click **OK** to confirm deletion.